



TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
US ARMY COMMUNITY AND FAMILY SUPPORT CENTER  
4700 KING STREET  
ALEXANDRIA, VA 22302-4415

CFSC-NCP

13 February 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: PRISM WEB Sustainment Training Schedule for FY 04

1. The purpose of this memo is to notify all NAF Contracting Offices that the NAF Contracting Directorate, United States Army Community and Family Support Center (USACFSC) will provide sustainment training on PRISM Web for contracting personnel and application administrators on 4 - 6 May and 22 - 24 June 2004.
2. The sustainment training will be conducted for three (3) consecutive workdays and emphasis will be on the latest updates to PRISM Web functionalities, including reports and system administration. Requisitioners and those in the approval chain may attend on a space-available basis, however, the last two days of the class are clearly oriented to the Contracting Professional and the Application Administrator.
3. The sustainment training is focused on refreshing the skills of those who are familiar with using PRISM Web or have received initial training. As with initial training, class sizes will be limited to 12 or fewer students, each with a computer, Internet access, and a network printer. Classes will be subject to cancellation if the total number of registered students is less than six (6).
4. Class locations were established in an effort to reduce cost and travel distance for the students. A training schedule is included at Enclosure 1. Instruction will be conducted by a USACFSC Certified PRISM trainer, and an assistant trainer, if needed. A registration form (see Enclosure 2) must be completed by each attendee and returned to this office. Forms may be downloaded from our web site ([www.armymwr.com](http://www.armymwr.com)) for completion. Click on "MWR Professional," select "Operations" on top tool bar; scroll down to "NAF Contracting," go to "Procurement Actions & Programs," Click on "PRISM-SNACS" and you will be directed to a new link for this page. Scroll down to "PRISM Web Sustainment Training Schedule." When you click onto "PRISM WEB Sustainment Training Schedule," it will list a copy of this memo with enclosures.
5. Registration forms are to be sent to this office either by e-mail or hardcopy and must be approved by the applicant's supervisor. It is important that the attendee indicate on the registration form their first and second choice for training location and date. This will assist the CFSC trainers with setting up the classroom schedules. A mailbox has been set up at USACFSC for those who prefer to e-mail their registration forms. The address is [prismwebtraining@cfsc.army.mil](mailto:prismwebtraining@cfsc.army.mil). Confirmation of the exact location of training will be sent to the student in early April 2004. Cancellations from students should be received no later than

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10 working days before the scheduled class. Again, classes are subject to cancellation if the total number of registered students is less than six (6).


6. The Training Class Agenda is included in Enclosure 3. It lists the times and days of classroom training. Personnel attending training are required to attend all sessions, as set forth in the training agenda and each student completing the course will receive a certificate.

7. Personnel attending training are responsible for arranging and paying for their own travel, per diem, and lodging reservations. Also, in accordance with the Joint Federal Travel Regulation, personnel who are TDY at an Army installation should stay in an Army Lodging facility if space is available. The traveler can visit the Army Lodging Section of the Army MWR website for installation reservation information, or they can call the Army Lodging Central Reservation Center at 1-800-GOARMY-1 for reservation information at LSP (Lodging Success Program) locations. For your convenience, we have included information on lodging accommodations (see Enclosure 4). Additional information on each training location may be found on our web site.

8. The USACFSC points of contact for this action are—

- Susan Hicks, SNACS Registration Coordinator, TEL: (703) 681-5246, DSN 761-5246, FAX: (703) 681-5363, e-mail: [susan.hicks@cfsc.army.mil](mailto:susan.hicks@cfsc.army.mil)
- Susan Sawyer, SNACS Lead Application Administrator and Lead Trainer, TEL: (703) 681-5247, DSN 761-5247, FAX: (703) 681-5363, e-mail: [susan.sawyer@cfsc.army.mil](mailto:susan.sawyer@cfsc.army.mil)
- Cheryl Greenfield, Assistant SNACS Trainer, TEL: (703) 681-5281, DSN 761-5281, FAX: (703) 681-5363, e-mail: [cheryl.greenfield@cfsc.army.mil](mailto:cheryl.greenfield@cfsc.army.mil).

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JOHN C. MCLAUGHLIN  
Director, NAF Contracting

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